



King County
ADMINISTRATIVE SPECIALIST IV
PUBLIC HEALTH – SEATTLE & KING COUNTY
PREVENTION/COMMUNICABLE DISEASE & IMMUNIZATIONS
Hourly Rate Range: \$19.00 – \$24.09
Job Announcement: 05MH5438
OPEN: 8/22/05 CLOSE: 8/29/05

WHO MAY APPLY: This career service position is open to all Public Health – Seattle & King County career service and current probationary employees who achieved career service status in a previous position.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Julia Byrd at 206-205-5800 for further information. **PLEASE NOTE:** Applications not received at the location specified above may not be processed. Application materials may be faxed to (206)205-5430.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Wells Fargo Building, 999 Third Avenue, 5th Floor, Seattle, WA

WORK SCHEDULE: This position is overtime eligible. It works a 40 hour work week; Monday through Friday; some rotating evenings and weekends may be required to meet business needs.

PRIMARY JOB FUNCTIONS: Manage administrative support for the Communicable Disease Epidemiology and Immunization Section of Public Health and its 38 employees who include medical and technical experts. Duties include: Provide direct administrative support for the Chief of Epidemiology, Medical Epidemiologist and Health Services Administrator. Supervise a clerical/office support staff team of six Administrative Specialists and Work Study students. Develop and manage information systems and phone triage systems for handling 5,000 communicable disease reports annually. Distribute work assignments, monitor work accomplishments, oversee provision of quick, efficient, and accurate administrative support during disease outbreaks; order and maintain office supplies and furniture; handle operational problems for the work unit.

POSITION QUALIFICATIONS:

- At least two years of progressively responsible experience in office management and operations with a year or more of responsible supervisory experience.
- Demonstrated knowledge of rules, regulations, codes, laws, policies, procedures and ordinances relating to communicable disease legal documentation and medical records release of information.

- Demonstrated knowledge of software applications such as word processing, spreadsheets, database systems, and payroll, and familiarity with electronic disease surveillance methods. Interview process may include testing of software knowledge and skills.
- Demonstrated supervisory experience and skills, ability to plan, assign, supervise and evaluate the work of subordinates.
- Interpersonal and human relations skills in dealing with sensitive and/or potentially volatile situations with the public.
- Knowledge of infectious diseases and communicable disease control.
- Demonstrated conflict resolution skills.
- Skill in making presentations to groups.
- Demonstrated skill in facilitating meetings.
- Advanced knowledge of accounting procedures and mathematics.
- Demonstrated skill and experience in developing administrative information systems for case reporting and phone triage systems.
- Demonstrated problem-solving, analytical and organization skills.
- Skill in working with diverse populations and cultures.
- Demonstrated ability to oversee multiple ongoing projects in an environment of changing priorities and pressing deadlines.
- Ability to communicate clearly and concisely in person and in writing on technical and non-technical levels. Interview process may include testing of communication and technical writing skills.
- Demonstrated ability to maintain confidentiality of personal health information and other sensitive matters.

NECESSARY SPECIAL REQUIREMENTS:

- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Valid Washington State Driver's License or alternate ability to travel within King County if required for outbreak investigation or outbreak prevention
- Ability to work during a public health emergency.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.
- The selected candidate must pass a thorough background investigation.

UNION MEMBERSHIP: This position is represented by Local 17

SEQUENCE NUMBER: 80-8389-2020